

## Makeover Tips - What Can I Do Right Now to Improve My Library?

| Points to Consider                            | Free Ways to Make Your Library More “Teen-Friendly”   | Low-Cost Investments for Your Teen Area  |
|---|---|--|
| <b>Location and Layout Furniture Fixtures</b> | <ul style="list-style-type: none"> <li>✓ <b>furniture</b> can be rearranged for a completely new look</li> <li>✓ <b>unused furniture</b> can be relocated to the teen area from other locations in the library</li> <li>✓ wall <b>space</b>: add some posters!</li> <li>✓ signage can dangle from the <b>ceiling</b></li> <li>✓ <b>“Gifts In Kind”</b> or <b>“Freecycle.org”</b> — free furniture, etc. available for nonprofits</li> </ul>   | <ul style="list-style-type: none"> <li>✓ <b>reader seats and study tables</b> for group work</li> <li>✓ comfortable <b>lounge-style seating</b> for socializing</li> <li>✓ <b>book cases</b> and shelving</li> <li>✓ <b>spinner racks</b> for paperbacks</li> <li>✓ table or floor <b>lamps</b> to improve lighting—fun ones add personality to the space!</li> <li>✓ <b>bulletin board</b>: corkboard tiles or foamboard covered with fabric</li> </ul>   |
| <b>Collection</b>                             | <ul style="list-style-type: none"> <li>✓ <b>paperback book and comic book exchanges</b>: readers donate books and comics to trade with one another; can be a program event</li> <li>✓ <b>career and college</b> resources: ask senior high students to donate the <b>college catalogs</b> they receive or email schools to request free catalogs</li> <li>✓ <b>homework ready-reference</b> resources</li> <li>✓ collections divided by <b>genres</b></li> <li>✓ high-interest materials</li> <li>✓ <b>student-drawn dust jackets</b> can “refresh” your classic titles (perhaps a contest?)</li> <li>✓ a <b>book donation drive</b> for new teen titles can be organized by your Teen Council, an older Girl or Boy Scout troop, or a church youth group</li> <li>✓ donated <b>board games</b> for in-house use</li> </ul> | <ul style="list-style-type: none"> <li>✓ <b>audiobooks</b> (i.e., books-on-cassette CD)</li> <li>✓ <b>musical recordings</b> (cassettes, CDs)</li> <li>✓ <b>videos, DVDs, CD-ROMs</b></li> <li>✓ <b>graphic novels and anime collection</b></li> <li>✓ <b>magazines</b> just for teens</li> <li>✓ <b>genre stickers</b> on book spines</li> <li>✓ dust jackets designed by teens can be reproduced on a color copier; add new <b>Mylar jacket covers</b> to protect the artwork</li> <li>✓ a public awareness campaign to <b>“adopt a book”</b> could increase monetary donations</li> <li>✓ items for reluctant or <b>low-literacy</b> readers</li> <li>✓ popular <b>paperback series</b> and ALA <b>Best Books</b></li> <li>✓ <b>college catalog</b> database: send mailing once a year for updated catalogs from state schools</li> </ul> |

| Points to Consider                | Free Ways to Make Your Library More “Teen-Friendly”  | Low-Cost Investments for Your Teen Area  |
|-----------------------------------|--|--|
| <b>Displays and Merchandising</b> | <ul style="list-style-type: none"> <li>✓ <b>handouts</b> and <b>pamphlets</b> from human services agencies</li> <li>✓ innovative <b>displays</b> to entice browsers</li> <li>✓ <b>readers’ advisory lists</b>: post on your web page or recycle a binder filled with collection development articles from <b>Booklist</b>, <b>VOYA</b>, etc. of award-winners, Best Books for Young Adults, booklists from other libraries, ALA lists printed from Internet</li> <li>✓ identifiable look that says “teens”</li> <li>✓ <b>face-out merchandising</b>: let the cover art work to your advantage!</li> <li>✓ materials in attractive condition (collection weeded systematically twice a year)</li> <li>✓ <b>free posters</b> bound in your magazine subscriptions can be removed to hang for “teen décor” or used as prizes</li> <li>✓ <b>music promotional posters</b> can be requested from music/entertainment stores and <b>movie posters</b> from the theaters or video stores</li> </ul> | <ul style="list-style-type: none"> <li>✓ <b>rack</b> to hold freebie literature (or get a rack donated)</li> <li>✓ <b>bookmarks</b></li> <li>✓ <b>pathfinders</b> to entire library collection (online or paper versions)</li> <li>✓ <b>posters</b> of current movie and television stars</li> <li>✓ <b>posters</b> purchased from ALA or other graphic companies</li> <li>✓ <b>photos</b> of current music sensations: make a collage; add a display of CDs nearby</li> <li>✓ readers’ advisory <b>annotated booklists</b> to take</li> <li>✓ <b>subject divider tabs</b> for readers’ advisory notebook and lists in <b>plastic sleeve protectors</b> will keep it looking new</li> <li>✓ <b>stackable plastic crates</b>: small, neon colors; will be eye-catching and can feature new paperbacks, CDs, videos, etc.</li> <li>✓ <b>cardboard book “dumps”</b> can highlight new materials or genre collections</li> </ul> |
| <b>Technology</b>                 | <ul style="list-style-type: none"> <li>✓ <b>tech assistants</b>: members of your Teen Council, high school Tech Club, etc. can assist with the library’s web page, computer maintenance, gaming programs, etc.</li> <li>✓ <b>technology classes</b> e.g., résumé writing, recreational Internet, tech how-tos, etc.</li> </ul>   | <ul style="list-style-type: none"> <li>✓ <b>computer workstations</b> offering online catalog, research databases, word processing, and Internet access, all on one machine</li> <li>✓ <b>stereo system or listening station(s)</b>: mini music systems are available for \$150 or less</li> <li>✓ <b>TV, DVD player</b></li> </ul>  |

| Points to Consider   | Free Ways to Make Your Library More “Teen-Friendly”   | Low-Cost Investments for Your Teen Area   |
|--|---|---|
| <b>Signage</b>   | <ul style="list-style-type: none"> <li>✓ <b>signs:</b> computer generated; be creative with color, font, etc.; enlist the creativity and assistance of teens</li> <li>✓ <b>no jargon:</b> do away with using jargon such as YA, Circ Desk, etc.</li> <li>✓ <b>“Ask Here” and directional signs</b> not only gives clear idea of where to get help from staff, but also conveys that staff <u>want</u> to help</li> </ul>  | <ul style="list-style-type: none"> <li>✓ <b>laminated signs</b> and posters for permanence and a professional look</li> <li>✓ <b>directional markers</b></li> <li>✓ genre collection <b>labels</b></li> </ul>   |
| <b>Staffing</b>  | <ul style="list-style-type: none"> <li>✓ <b>customer service workshop</b> for staff on working positively with teens</li> <li>✓ <b>teen/adult committees</b> consisting of adult staff and teenaged employees and/or patrons to address library procedures, policies, etc.</li> </ul>   | <ul style="list-style-type: none"> <li>✓ <b>service desk</b> staffed by volunteer “library assistants” (i.e., members of the Teen Council, members of the Junior Friends)</li> <li>✓ <b>programs</b> designed by teams of teens and adult staff; ask non-youth staff members to offer programs of interest for teen patrons</li> </ul>  |
| <b>Youth Involvement</b><br><br><i>*See the “Get Teens Involved!” handout for more ideas</i> | <ul style="list-style-type: none"> <li>✓ <b>Teen Council, Youth Advisory Board, or Junior Friends group</b></li> <li>✓ <b>Teen Collection Development Assistants</b> can make suggestions for materials to add to the collections</li> <li>✓ <b>Building Design Committees</b> should always include teen members</li> <li>✓ <b>Focus Groups:</b> get teens’ input on how to improve to services, the space, etc.</li> <li>✓ <b>suggestion box or online suggestion form</b></li> <li>✓ <b>artwork</b> from <b>school art department</b></li> <li>✓ comment or <b>review sheets</b> in books</li> <li>✓ teen news <b>bulletin board:</b> volunteer can clip articles from local papers on school sports, youth awards, other articles on teens</li> <li>✓ <b>school colors</b> used in color scheme</li> <li>✓ <b>teen reviews</b> of books, videos, etc. on library web page, kept in a notebook, and/or posted</li> </ul> | <ul style="list-style-type: none"> <li>✓ <b>artwork</b> designed and created by teens</li> <li>✓ <b>displays and signage</b> designed and made by teens</li> <li>✓ lighted <b>exhibit cases</b> to feature teens’ collections, hobbies</li> <li>✓ <b>field trips:</b> take the teen collection development assistants to a bookstore chain to select titles for the collection; take teen Building Design or Focus Group members to bookstores, mall, etc. to get ideas for teen space</li> </ul> |